

Date

Steve Harris, Local Project Coordinator  
Agreement Coordination Office  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Local Project Administration Request  
PIN #

Dear Steve:

The town/city of *town/city* is interested in the local administration of ***project scope, PIN***. If the project is eligible, could you please contact me as soon as possible so we can discuss the details of the project and the town/city administration thereof.

Sincerely,

***municipal administrator***

***Letter 1***

Date

Steve Harris, Local Project Coordinator  
Agreement Coordination Office  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Local Project Agreement Execution Request  
PIN #

Dear Steve:

Enclosed are two signed but undated copies of the Local Project Agreement for town/city local administration of ***project scope, PIN***. I understand that I cannot be reimbursed for any Preliminary Engineering or Right of Way prior to an official Notice to proceed from the MDOT Project Manager. Please have the agreement executed as soon as possible.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Budget and Schedule Submission  
PIN #

***MDOT Project Manager:***

Attached is the line item budget and schedule you requested for ***project scope, PIN*** in the *town/city* of *town/city*. If you need additional information, please let me know.

Sincerely,

***local project administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Local Project Billing  
PIN #

***MDOT Project Manager:***

Attached is a bill for ***work scope*** for ***project scope, PIN*** in the town/city of *town/city*. If you need additional information, please let me know.

Sincerely,

**municipal administrator**

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: RFP/RFQ Review Request  
PIN

***MDOT Project Manager:***

The town/city intends to solicit for engineering services for ***scope of engineering services*** on project for ***project scope, PIN*** in the town/city of *town/city*. Attached is the Request for Qualification/Proposals we intend to use for this solicitation. We intend to advertise the proposal on ***date***. Please review as soon as possible as to its adequacy.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Consultant Selection Approval Request  
PIN #

***MDOT Project Manager:***

The town/city has selected ***consultant firm*** for ***scope of engineering services*** on project for ***project scope, PIN***. Attached is the negotiated contract and cost proposal. We understand that we can not award this contract prior to your approval. Please review as soon as possible and inform me of your decision.

Sincerely,

municipal administrator

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Consultant Contract

PIN #

MDOT Project Manager:

Attached is the copy of the executed agreement between ***consultant firm*** and the city/town for ***scope of engineering services*** on project for ***project scope, PIN***.

Sincerely

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Sole Source Consultant Request

PIN #

***MDOT Project Manager:***

The town/city has selected ***consultant firm*** for ***scope of engineering services*** on project for ***project scope, PIN***. Since the consultant costs will be below \$25,000 we have not used the Quality Based Selection (QBS) process as required for consultant contracts above \$25,000. We believe that ***consultant firm*** has sufficient qualification to complete the services requested. Please review the negotiated contract and cost proposal. We understand that we cannot award this contract prior to your approval. Please review as soon as possible and inform me of your decision.

Sincerely,

***municipal administrator***

Enclosure



Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Right of Way Acquisition Plan

Approval Request

PIN #

***MDOT Project Manager:***

Attached is the process, staff qualifications and owner dispute resolutions the town/city of *town/city* intends to use to obtain Right of Way for ***project scope, PIN***. If you have any questions, or need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Right of Way Certification

PIN #

***MDOT Project Manager:***

Attached is the official certification that all Right of Way acquired for ***project scope, PIN*** in the town/city of *town/city* was acquired in accordance to requirements identified in the executed Local Project Agreement dated ***local project agreement execution date***. Any/all information in regards to this Right of Way can be made available to you at your request. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Categorical Exclusion Checklist Submission  
PIN #

***MDOT Project Manager:***

Attached is the Categorical Exclusion Documentation in regards to ***project scope, PIN*** in the town/city of *town/city*. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Environmental Certification

PIN #

***MDOT Project Manager:***

This document serves as official certification that all Environmental Permits required for ***project scope, PIN*** in the town/city of *town/city* was obtained and approved by the Maine Department of Environmental Protection in accordance to requirements identified in the executed Local Project Agreement dated ***local project agreement execution date***. Attached is the approved MDEP permit. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Utility Certification

PIN #

***MDOT Project Manager:***

This document serves as official certification that the Utility process used for ***project scope***, ***PIN*** in the town/city of *town/city* was acquired in accordance to requirements identified in the executed Local Project Agreement dated ***local project agreement execution date***. Any/all information in regards to this Utility Certification can be made available to you at your request. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Preliminary Alignment Design Submittal  
PIN #

***MDOT Project Manager:***

Attached is the Preliminary Alignment Design for ***project scope, PIN*** in the town/city of *town/city*. If you would like to visit the project at this time, please let me know, and I can make arrangements. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Preliminary Design Report Submittal  
PIN #

***MDOT Project Manager:***

Attached is the Preliminary Design Report for ***project scope, PIN*** in the town/city of *town/city*. If you would like to field visit the project at this time, please let me know, and I can make arrangements. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Public Process

PIN #

***MDOT Project Manager:***

This document serves as official certification that the Public process required for ***project scope, PIN*** in the town/city of *town/city* was done in accordance to requirements identified in the executed Local Project Agreement dated ***local project agreement execution date***. If you need additional information, please let me know.

Sincerely,

***municipal administrator***



Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Plan Impacts  
PIN #

***MDOT Project Manager:***

Attached are the Plan Impacts ***for project scope, PIN*** in the town/city of *town/city*. If you would like to field visit the project at this time, please let me know, and I can make arrangements. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Construction Funding Request

PIN #

***MDOT Project Manager:***

Attached is the bid package intended to advertise for construction services on ***project scope, PIN*** in the town/city of *town/city*. I would like to advertise the project on ***anticipated advertising date***. I have also attached the latest cost estimates and schedule for the project. I understand that I cannot advertise the project until I have your written approval. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Construction Award Request  
PIN #

***MDOT Project Manager:***

Attached are the bid tabs, latest cost estimates and schedule for ***project scope, PIN*** in the town/city of *town/city*. ***Contractor*** is the low bidder and it is our recommendation that the project be awarded to them. I realize that I cannot award the project until I get your written approval. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Construction Contract  
PIN #

***MDOT Project Manager:***

Attached is the executed construction contract between town/city of *town/city* and ***contractor*** for ***project scope, PIN***. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Preconstruction Meeting  
PIN #

***MDOT Project Manager:***

Your attendance is requested at the Preconstruction meeting for ***project scope, PIN*** in the town/city of *town/city* on ***preconstruction meeting date/time***. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: Preconstruction Meeting Minutes  
PIN #

***MDOT Project Manager:***

Attached are the preconstruction meeting minutes for ***project scope, PIN*** in the town/city of ***town/city*** held on ***preconstruction meeting date***. If you have any concerns or need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***  
Bureau of Project Development  
Department of Transportation  
16 State House Station  
Augusta, ME 04333

Subject: On the Job Training Intent  
PIN #

***MDOT Project Manager:***

Attached is On The Job Training Intent for ***project scope, PIN*** in the town/city of *town/city*. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: On The Job Training Registration  
PIN #

***MDOT Project Manager:***

Attached are On The Job Training Registrations for ***project scope, PIN*** in the town/city of *town/city*. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure



Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Change Order Request  
PIN #

***MDOT Project Manager:***

We are requesting a change order for ***project scope, PIN*** in the town/city of *town/city*. The change will consist of ***description of change order including scope change and or extra costs***. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Final Inspection  
PIN #

***MDOT Project Manager:***

Your attendance is requested at the Final Inspection for ***project scope, PIN*** in the town/city of ***town/city*** on ***final inspection meeting date/time***. At this time we can also make available all documentation and testing required for the project. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Date

***MDOT Project Manager, Project Manager***

Bureau of Project Development

Department of Transportation

16 State House Station

Augusta, ME 04333

Subject: Final Billing

PIN #

***MDOT Project Manager:***

This document serves as an official notification that all requirements required for ***project scope, PIN*** in the town/city of *town/city* were completed in accordance with the executed Local Project Agreement dated ***local project agreement execution date***. Attached the final billing for the project. If you need additional information, please let me know.

Sincerely,

***municipal administrator***

Enclosure